

ASSISTANT *City Manager*

First Review: April 19, 2010

Annual Salary: \$124,300 to \$180,300



CARLSBAD *California*

Carlsbad is for those who appreciate the many benefits and pleasures of living, working or simply spending time in a community that sets high standards for itself. The city is ideally situated in north San Diego County where a great climate, beautiful beaches and lagoons, and abundant natural open space, combine with world class resorts, family attractions, well-planned neighborhoods, a diverse business sector and a charming village atmosphere to create the ideal California experience.

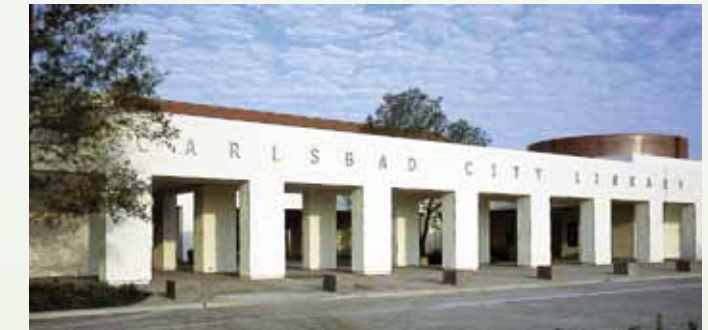
Covering nearly 42-square miles, the City of Carlsbad is approaching build out and is currently home to 105,000 residents. Thanks to an award winning growth management plan, the city features infrastructure and services that keep pace with development and promote an excellent quality of life. Fully 40 percent of the city has been set aside as permanent open space.

Businesses in Carlsbad contribute to the excellent quality of life by providing diverse job opportunities, clean operations and a strong, diverse economy. Tourism, recreational and lifestyle companies, and cutting edge high tech and biotech industries form the backbone of our city's economy, while small and niche oriented businesses provide balance and variety to the business economy. Some of Carlsbad's unique features include:

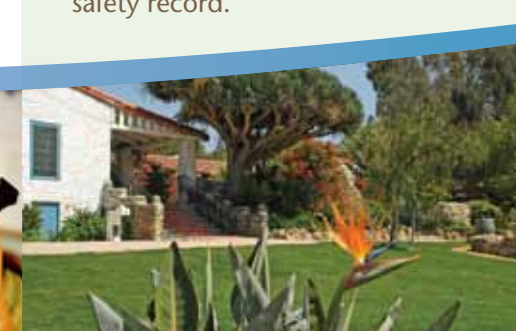
- Legoland California is located on 128 beautifully landscaped acres in the center of Carlsbad. This family theme park features more than 50 rides and activities for children ages 2-12. More than 30 million LEGO bricks were used to create over 1,000 LEGO models that fascinate kids and kids at heart.
- A tribute to Carlsbad's agricultural roots, the world famous Flower Fields draw more than 200,000 visitors each spring when more than 50 acres of red, orange, yellow and pink ranunculus burst into bloom.
- Carlsbad is well known as the golf capital of the world, and is the home of two world class golf resorts, La Costa Resort and Spa and Four Seasons Resort Aviara, and more than 30 golf industry businesses, including the headquarters of Callaway Golf and TaylorMade Adidas.
- Carlsbad's downtown village is a city redevelopment success story, providing the charm of a European village with shopping, quaint restaurants and professional services. The Carlsbad Village Street Faire, held the first Sundays in May and November, is the largest single-day street fair in California.

A Great Place to Live and Work

The City of Carlsbad is recognized by the San Diego Society for Human Resources Management and the Employers Group for Workplace Excellence and was named one of the best places to work in San Diego. The city's experienced, caring and professional staff works collaboratively with elected leaders, residents and the business community to provide a forward-thinking, responsible government that is dedicated to supporting the city's high standards while delivering great value and upholding a tradition of fiscal discipline. It's also a great place to live. With all the amenities of a large city, Carlsbad has maintained a strong sense of community and citizen connection to government. Annual surveys show a high level of confidence in city government and great satisfaction with city services.



A superb climate, quality schools, a vibrant and revitalized downtown and a wide variety of neighborhoods help make Carlsbad one of the most livable communities in the country. The Carlsbad Unified School District consistently ranks among the top urban school districts in the country. The city also boasts world class libraries, arts and culture, and an excellent public safety record.



The Position

The Assistant City Manager works under the administrative direction of the City Manager and serves as a member of the Executive Team which is comprised of the City Manager and the Deputy City Manager. The City has undergone recent, dynamic changes to organize for the future. The Assistant City Manager *currently* oversees Library and Arts, Parks and Recreation, Community and Economic Development and Housing and Neighborhood Services. **The Assistant City Manager will play a pivotal role in developing and sustaining community engagement strategies to ensure a collective vision for the citizens of Carlsbad.**

The new Assistant City Manager should be a strategic thinker with the energy and enthusiasm to make an immediate difference in our organization. He/she will be a seasoned leader capable of earning the respect and trust of City management and community leaders. The City Manager seeks a professional capable of coaching and mentoring managers through change and/or challenging times. **The successful applicant will understand citizen and customer needs and have a demonstrated record of working with citizen committees and community groups to forge solutions and create policies that enhance quality of life issues.** A results-oriented individual who understands the value of life-long learning and professional growth and development is highly desirable.

It is important that he/she actively participate in addressing issues of concern to the City, which at times may be outside her/his direct area of expertise. Therefore, the Assistant City Manager needs to be

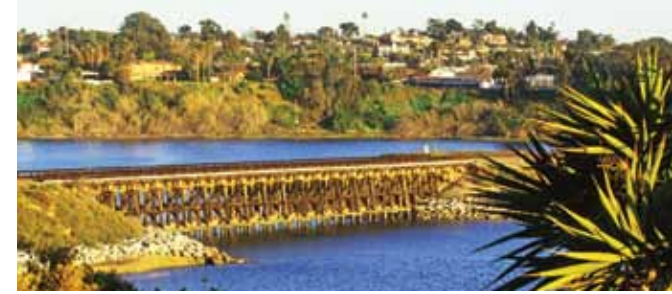
an exceptional communicator with outstanding interpersonal skills. These skills will enable the Assistant City Manager to build and maintain positive and productive working relationships and enhance the Executive Team's ability to make decisions that coincide with the City and its goals. The Assistant City Manager will balance a multitude of priorities and complex projects. Someone who is politically astute, but apolitical will be valued.

Experience in a California full service municipality with a demonstrated track record in a management role is preferred. Additional requirements include a bachelor's degree and preferably a graduate degree from an accredited college or university with major course work in business administration, public administration, or a closely related field.

Opportunities and Challenges

Some of the top priorities for the Assistant City Manager are:

- The Envision Carlsbad Community Vision Report and its implementation (including a General Plan/ Local Coastal Program and Zoning Code update)
- Completion of significant Parks and Recreation facilities e.g. Alga Norte Park
- Implementation of an economic development program for the city
- Initiation of a new neighborhood service program
- Be a catalyst to focus the advantages of the City's recent reorganization on the changing expectations of the citizens



Compensation and Benefits

The salary for the position is \$124,300 to \$180,300 depending upon the qualifications and experience of the selected candidate. In addition, the following benefits are provided: medical, dental and life insurance; paid leave, including 11 holidays, one flexible holiday, vacation, vacation sell back, 56 hours of annual executive leave, sick leave, a deferred compensation program; vehicle allowance; paid professional memberships; voluntary participation in an AD&D plan, and participation in the CalPERS 3% at 60 Retirement Plan.

Selection Process

First Application Review April 19, 2010

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The application process requires an application and a detailed resume. **Preference will be given to applicants who include their experience working with/or facilitating citizen groups and committees to resolve community issues.** Only the more qualified applicants will be invited to participate in the selection process. Final interviews will be conducted by the City Manager or designee. Interviews are tentatively scheduled for the week of May 10th or May 17th 2010.

How to Apply

Interested candidates can apply for this position and obtain additional information at:

City of Carlsbad HR Department

1635 Faraday, Carlsbad, CA 92008

Phone (760) 602-2440 Fax (760) 602-8554

E-mail: hr@carlsbadca.gov

www.carlsbadca.gov

We encourage you to use the city's online application process.

Please note that references will not be contacted until the very end of the process and with the permission of the candidate.

The City of Carlsbad is an Equal Opportunity/ADA Employer and values diversity at all levels of the organization.

